

The Five Ps of Interviewing

Get the basics of interviewing at the following Web site:

<http://www.careercc.com/interv3.shtml#well>

PREPARATION

Learn about the employer and the job for which you are applying. Be able to demonstrate how your skills and experience are a good match for the position.

PRACTICE

Rehearse with a good friend, in front of a mirror, use a video camera, or make an audio tape so you can see or hear how others perceive and hear you. Think about the questions you would ask if you were in charge.

POSITIVE THINKING

You are prepared. Expect the best!

POLITENESS

Good manners are always essential to a successful interview.

PUNCTUALITY

Verify the address and time of the interview. Allow time for transportation and a little time-to-spare. The extra time lets you arrive poised and relaxed.

Resource Information

For more information about interviewing, here are a few helpful web sites:

Department of Personnel:
<http://hr.dop.wa.gov/jobtips/Default.htm>

Career Consulting Corner:
<http://www.careercc.com/>

Quintessential Careers:
<http://www.quintcareers.com>

Careers.org Interview Advice:
<http://www.careers.org/topic/06-14-interview-advice.html>

"Ace the Interview:"
<http://www.acetheinterview.com>

Career Magazine:
<http://www.careermag.com/JS/General/Catalog.asp?id=4JART100.htm>

Career Services at Virginia Tech:
Interview Appearance
<http://www.career.vt.edu/JOBSEARCH/interview/APPEARNC.html>

Career Journal - The Wall Street Journal:
<http://www.careerjournal.com/jobhunting/interviewing>

MAKING THE BEST IMPRESSION

Preparing For Your Interview



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<http://icsew.wa.gov/>



Preparing for Your Interview

GENERAL TIPS

Every interview is important to your career development. The interview process is a means to introduce you to potential employers.

PREPARATION

Ask for a job description. Call any contact you may have to learn more about the position.

Check the organization's Web site. It can provide valuable information about the agency's mission, goals, etc.

Prepare a list of references. At minimum it is good practice to have three: one supervisor, one subordinate, and one peer. Contact your references in advance to prepare them for a potential call and ensure their permission.

PRACTICE, PRACTICE, PRACTICE

Practice a brief version of your education and experience. Clear and concise terms are important.

Practice potentially difficult questions such as, "Why are you leaving your present job?" or "What are your weaknesses?"

Practice your handshake. It should be firm and professional. Your handshake should be accompanied by direct eye contact and a warm greeting.

Conducting informational interviews can provide you practice in the art of interviewing and deeper insight into your career interests. To read more about informational interviewing, go to:
<http://www.bls.gov/opub/ooq/2002/summer/art03.pdf>.

TRANSFERABLE SKILLS

Identify what you bring to the job. This can include computer skills or experience at a similar position. Be prepared to discuss specific details.

Prepare a portfolio of samples such as spreadsheets or Web design, if applicable to the job.

INTERVIEW DAY

- ✓ Respect those who suffer from chemical sensitivities and refrain from wearing scented products such as colognes, perfumes, or scented hairsprays.
- ✓ Dress appropriately for the position.
- ✓ Take a last minute mirror check and tell yourself, "Looking great!"

- ✓ Greet everyone you meet warmly. Make eye contact when answering questions.
- ✓ For state jobs, bring a copy of your application and a resume. Ask whether there will be a panel interview and bring enough copies for panelists.
- ✓ Provide references of those who have extensive knowledge of your work.

LISTEN CAREFULLY DURING YOUR INTERVIEW

Listen to questions carefully and if you do not understand, ask for clarification. During the interview, keep your responses brief and to the point. Offer examples of past performance that relates to the job you are interviewing for.

Ask questions about the position. Your research can identify areas you'd like to know more about.

LAST CHANCE...

Have a prepared statement for the question, "Why are you the best person for the job?" Include a final statement about your skills and abilities and your desire to have the job. Thank the interviewer(s) for their time and send a handwritten thank you note within 48 hours of the interview.